



Financial Management Modernization Initiative (FMMI) Fiscal Year 2018 Yearend Meeting Recap

Meeting Date:	September 5, 2018, 10:00 am – 11:00 am, Central
Purpose:	Year End Activities
Desired Outcome:	Plan and improve yearend close process for FY 2018.

Attendance

Name	Present?	Name	Present?
AMS/GIPSA	Yes	NRCS	Yes
OPPE	Yes	OBPA	No
APHIS	Yes	OCFO	No
ARS	Yes	OCIO	Yes
Chief Economist	No	OIG	Yes
Civil Rights	No	OSEC	No
Communications	Yes	Procurement Systems Division	Yes
DM	Yes	RD	Yes
ERS	No	Agreements Management Branch	Yes
Executive Secretariat	Yes	Asset Reconciliation Branch	Yes
FAS	Yes	BI Backend Processing	Yes
FNS	Yes	Customer Support Branch	Yes
Forest Service	Yes	Financial Reporting Branch	Yes
FSA	Yes	IPAC Branch	Yes
FSIS	Yes	Master Data Management Branch	Yes
General Counsel	No	Processing Services Branch	Yes
Homeland Security	No	System Security	Yes
NASS	Yes	Working Capital Fund	No
National Appeals Division	Yes	Quality Production Management	No
NIFA	Yes	Consolidating Reporting Division	Yes
RMA	No		No

Agenda

Time	Speaker	Topic
3 minutes	Kristie Guidry	Roll Call
10 minutes	Ella Robertson	Year End Timeline
5 minutes	Ella Robertson	Annual Close Spreadsheet
5 minutes	Kristie Guidry	Cancelling Year Spreadsheet
12 minutes	Kristie Guidry	GTAS 2014 and prior Trading Partner Main Account
10 minutes	Perri Johnson	Park Documents and ABCO Rejects
5 minutes	Barbara Frye	Year End Incident
10 minutes	All	Open Discussion



Financial Management Modernization Initiative (FMMI) Fiscal Year 2018 Yearend Meeting Recap

FY 2018 Year End Meeting Minutes

- Kristie: Year End Timeline – nothing for this week on YE timeline and no changes since it was last sent out. Any questions, comments or concerns?
- Kristie: Annual Close Spreadsheet – sent 2 weeks ago on the mass distribution email. Any questions, comments or concerns?
- Kristie: Cancelling Year spreadsheet – The Direct and Reimbursable open items sent out yesterday were run on Friday, representing BI load as of Thursday, 8/30. Balances have not changed much since last set was sent out 2 weeks ago. Some may be easily closed, but agencies are urged to give some attention to these sooner rather than later. If there's something requiring a ticket, the ticket needs to be entered as soon as possible. Should be getting open item details from FRB often and can get them more frequently if needed.
- Kristie: GTAS TP Main Account: have been holding meetings with agencies over the last few days. Disseminating info and open items that are missing the GTAS TP MA info. Have provided the open items and white paper on how to manage and correct these items. Barb from FS commented that SO mass upload doesn't appear to have enough fields available to mass upload so FS is going to complete this manually. Mass Upload template doesn't have overhead info or US gov't fields per Barb. Mike E. is looking into the Mass Upload template now to see if the latest template has the fields. Mike will send latest version to Barb. Cena with FSA asked if FSA's info has been sent out yet. Met with FSA Friday 8/30 and Kristie will send info to Cena. Mike E circled back and said that the current version of the mass upload template has the fields. He will pull down the template on his end and send it along.
- Perri:
 - Parked docs – as of last run, there are 1,197 parked docs. FMMI is real-time so that changes sporadically. Looking good for first 3 Quarters of 2018 (a little more than 50 docs) and working to get docs deleted with agency POC. Will be moving forward with more deletions mid-month and will have an update by next meeting. PSB is seeing movement and hope to have docs from first 3 quarters eliminated soon.
 - ABCO rejects – 403 ABCO rejects. Working on several items to resolve some of the rejects. Trying to focus on the manual rejects, which are those intended to fail coming from ABCO to FMMI. Will reach out to impacted agencies once a process is in place. Some rejects have cancelled year funds and PSB is trying to make sure they need to be processed in FMMI to get updated SH codes for those items.
- Angelique: Year End Incident Tickets – only 18 tickets on the report as of 9/4 all have been assigned. Staff is working tickets as received. Will continue to work cancelling year first and then other YE tickets.
- Open Discussion: Christine with CEC – Issues related to FMMI yesterday – are there any updates or issues scheduled to occur. Connie Braggs reported that there is not anything scheduled and generally, they do not have scheduled systems downtime around year end. Other than unforeseen issues, there is no scheduled systems downtime. Toris with OIG



Financial Management Modernization Initiative (FMMI) Fiscal Year 2017 Yearend Meeting Recap

asked about security testing on 9/28. Melissa Montz reported that there isn't any security testing going on. Angelique asked Toris to forward the email to her for us to take a look at.

- Next meeting is Wednesday, 9/12 at 10am CST

Action Items

Description	Responsible Person	Due Date	Notes
Follow up with Toris on the security testing email she received	Angelique Dyer	9/5/18	Email is from NFC for testing on the payroll mainframe. This testing will not interfere with FMMI performance.
Provide the agency with the most recent version of the Sales Order Mass Upload Template	Mike Eisenstein	9/5/18	File is included as an attachment below.
-	-	-	-